

Certificate 3 in Office Administration (Secretarial Practice)



Course duration: 25 Weeks

Study areas include:

- Shorthand Fundamentals
- Keyboarding
- Word Processing
- Text Production
- Spreadsheet Fundamentals
- Database Fundamentals
- Business Calculations
- Business Correspondence
- Office Theory and Practice
- Information Handling Processing and Maintenance
- Time Management
- Occupational Health and Safety
- Accounting
- Petty Cash
- Payroll
- Telephone and Reception
- Team Building
- Job Seeking Skills

Provider Options

- Audio Transcription
- Basic Computerised Accounting

Certificate 4 in Business Admin (Secretarial Practice)



Course duration: 35 Weeks including above course information

Study areas include:

- Advanced Shorthand Transcription
- Keyboarding
- Advanced Word Processing
- Text Production
- Audio Transcription
- Spreadsheet Operations
- Database Operations
- Business Calculations
- Advanced Business Correspondence
- Office Theory
- Office Practice
- Information Handling Processing and Maintenance
- Shorthand Speed
- Time Management
- Occupational Health and Safety
- Accounting
- Petty Cash
- Payroll
- Meeting Organisation
- Conference Organisation
- Travel Organisation
- Human Resource Management
- Customer Service
- Telephone and Reception
- Team and Organisational Goal Achievement
- Job Seeking Skills

Provider Options

- Advanced Audio Transcription
- Legal Studies
- Medical Studies
- Computerised Accounting

Diploma of Business Administration (Executive Secretary)



Course duration: 42 Weeks including above course information

Study areas include:

- Advanced Shorthand Transcription
- Keyboarding
- Advanced Word Processing
- Advanced Text Production
- Audio Transcription
- Spreadsheet Operations
- Database Operations
- Business Calculations
- Advanced Business Correspondence
- Office Theory
- Office Practice
- Information Handling Processing and Maintenance
- Shorthand Speed
- Time Management
- Occupational Health and Safety
- Advanced Accounting
- Petty Cash
- Payroll
- Meeting Organisation
- Conference Organisation
- Travel Organisation
- Human Resource Management and Training
- Customer Service
- Telephone and Reception
- Team and Organisational Goal Achievement
- Job Seeking Skills

Provider Options

- Advanced Audio Transcription
- Legal Studies
- Medical Studies
- Computerised Accounting